



**DEPARTMENT OF THE NAVY**  
PERSONNEL SUPPORT ACTIVITY WEST  
937 NORTH HARBOR DRIVE  
SAN DIEGO, CALIFORNIA 92132-0076

Canc frp: 30 Apr 03  
PERSUPPACTWESTNOTE 5215  
Code N1

IN REPLY REFER TO:

**OCT 23 2002**

**PERSUPPACT WEST NOTICE 5215**

Subj: NUMERICAL CHECKLIST OF EFFECTIVE PERSUPPACT WEST  
INSTRUCTION/NOTICES

Encl: (1) List of effective PERSUPPACT West Instructions  
(2) List of effective PERSUPPACT West Notices  
(3) List of recently cancelled/superseded instructions

1. Purpose. To promulgate enclosures (1), (2), and (3).

2. Action. All addressees shall review their master set of directives to determine if applicable PERSUPPACT West instructions are held. Addresses needing copies of instructions to complete their files shall submit requests to PERSUPPACT West (Code N1) or visit the Instruction Section of the PERSUPPACT West homepage at [www.pasd.navy.mil](http://www.pasd.navy.mil).

  
J. D. CHRISTENSEN  
By direction

Distribution:  
PERSUPPACTWESTINST 5216.1K, Lists I and II

EFFECTIVE PERSUPPACT WEST INSTRUCTIONS

<u>SERIES</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>	<u>REVIEW DATE</u>	<u>COG</u>
1040.1D	20 Apr 1999	COMMAND RETENTION PROGRAM	List I, II	Apr 2003	N01RA
1050.2D	10 Feb 1993	FUNDED EMERGENCY LEAVE,	List I, II	Feb 2003	N8
CH-1	12 Nov 1993	TRAVEL ORDERS (OUTUS)			
CH-2	18 Aug 1994				
CH-3	22 Sep 1994				
CH-4	26 Oct 1994				
CH-5	19 Jul 1995				
CH-6	19 Nov 1996				
1070.1F	18 Jan 2001	SERVICE RECORD CHECK-IN/OUT PROCEDURES	List I, II	Jan 2003	N3
1650.1K	04 May 2000	SAILOR/CIVILIAN OF THE YEAR	List I, II	May 2003	N00M
1750.3	21 Feb 2001	IDENTIFICATION (ID) CARDS FOR MEMBERS OF THE UNIFORM SERVICES, THEIR DEPENDENTS, AND OTHER ELIGIBLE INDIVIDUALS	List I, II	Feb 2003	N3
1800.2D	18 Mar 1998	RETIREMENT CEREMONY PLANNING FOR MILITARY PERSONNEL ATTACHED TO PERSONNEL SUPPORT ACTIVITY WEST	List I, II	Mar 2003	N1
1900.2B	4 Apr 2001	AUTOMATED CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214) AND CORRECTION TO CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 215)	List I, II	Apr 2003	N3
2305.1F	22 Jan 1998	TELEPHONE USE AND BILLING CONTROL	List I, II	Jan 2003	N8
4060.2	21 Dec 2000	MEAL PASSES	List I, II	Dec 2002	N3
4200.1B	30 Apr 1999	GOVERNMENT WIDE COMMERCIAL	List I, II	Apr 2003	N8
4400.1E	3 May 2001	PERSUPPACT WEST SUPPLY TRAINING MANUAL	List I, II	May 2003	N8
5050.1E	03 Oct 2001	PASS LIAISON REPRESENTATIVE (PLR) MEETINGS	List I, II	Oct 2002	N32
5100.2F	1 May 1995	NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM	List I, II	May 2003	N323
CH-1	15 Feb 1996				
5216.1L	20 Aug 2002	STANDARD MAIL DISTRIBUTION LIST (SMDL) FOR PERSONNEL SUPPORT ACTIVITY WEST	List I, II	Jan 2003	N1
5230.3A	20 Jan 1998	DETACHMENT SYSTEMS ADMINISTRATOR (SA)	List II	Jan 2003	N6

PERSUPPACTWESTNOTE 5215

<u>SERIES</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>	<u>REVIEW DATE</u>	<u>COG</u>
5230.4A	14 Aug 1998	INTERNET, INTRANET, AND WORLD WIDE WEB	List I, II	Aug 2003	N6
5239.1D	7 May 1999	INFORMATION ASSURANCE	List I, II	May 2003	N6
5239.2	24 Feb 2000	USER ACCESS TO NAVY STANDARD INTEGRATED PERSONNEL SYSTEM	List I, II	Feb 2003	N6
5310.1E	30 Aug 2002	POSITION MANAGEMENT PROGRAM	List I, II	Aug 2003	N1CP
5354.2F	13 Dec 1996	COMMAND MANAGED EQUAL OPPORTUNITY (CMEQ) PROGRAM	List I, II	Dec 2002	N1
5401.1	25 Oct 1996	OFFICER IN CHARGE INDOCTRINATION MANUAL	List II	Oct 2002	N1
5510.1A	5 Jan 1996	COMMAND SECURITY PROCEDURES	List II	Jan 2002	N1
5530.1B CH-1 CH-2 CH-3	28 Mar 1991 9 May 1991 28 Nov 1994 1 Oct 1996	PHYSICAL SECURITY PLAN	List I, II	Mar 2002	N3
7042.1B	26 May 1994	CASH MANAGEMENT	List, II	May 2002	N31A
7200.5A	31 May 1994	OPERATION PROCEDURES FOR MILITARY PAY DIVISION WITHIN PERSONNEL SUPPORT ACTIVITY WEST NETWORK	List I, II	May 2002	N31A
7200.6B	24 Jan 2002	RETENTION/DISPOSITION OF DISBURSING RECORDS	List I, II	Jan 2003	N31A
7200.7	8 Nov 1995	CANCELLED, UNDELIVERED, AND RETURNED CHECKS	List II	Nov 2002	N3
7220.4	18 Nov 1996	PROCESSING TEMPORARY DUTY (TDU) TRAVEL CLAIMS BY FACSIMILE TRANSMISSION	List II	Nov 2002	N3
7220.5C CH-1 CH-2	16 Jun 1994 30 Jan 1995 12 Apr 1996	TRAVEL CLAIM PROCESSING FOR PCS, TEMADD (TAD/TDY), AND TRAVEL CLAIMS FOR AT/ADT (ACDUTRA)	List I, II	Jun 2002	N31A
7251.1C	5 May 1995	CASH VERIFICATION TEAM	List I, II	May 2002	N31A
7300.1F	21 Apr 1999	PROCEDURES FOR ACCOUNTING AND CONTROL OF TRAVEL	List I, II	Apr 2002	N8

Enclosure (1)

<u>SERIES</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>	<u>REVIEW DATE</u>	<u>COG</u>
7300.2A	7 Dec 1995	FINANCIAL MANAGEMENT	List I, II	Dec 2002	N8
7322.2F	15 Mar 1996	MANAGEMENT OF MINOR PROPERTY	List I, II	Mar 2002	N6
7410.4C CH-1 CH-2	16 Mar 1989 11 Aug 1993 13 Aug 1993	REPORTING AND DEFINITIONS FOR WORK UNIT DATA AND COST ACCOUNTS	List I, II	Mar 2002	N8
7410.5J	25 Sep 1998	TIMEKEEPING INSTRUCTIONS FOR CIVILIAN LABOR ACCOUNTING	List II	Sep 2002	N8
11016.1C CH-1 CH-2 CH-3 CH-4	22 Jan 1991 19 Jun 1992 11 Aug 1993 15 Jun 1995 21 Jun 1995	CLASS 3 PLANT PROPERTY CONTROL AND INVENTORY	List I, II	Jan 2002	N6
11320.1B	20 Dec 1996	FIRE PREVENTION AND PROTECTION	List I, II	Dec 2002	N323
12000.1H	20 Aug 2002	COMPETITIVE AREA WITHIN PERSONNEL SUPPORT ACTIVITY, WEST FOR REDUCTION IN FORCE	List I, II	Aug 2003	N1CP
12410.2B	16 Oct 2001	UPWARD MOBILITY PROGRAM	List I, II	Oct 2002	N1CP
12430.2F	11 Jun 1998	DEPARTMENT OF THE NAVY (DON) BASIC TWO-LEVEL CIVILIAN PERFORMANCE APPRAISAL PROGRAM	List I, II	Jun 2002	N1CP
12451.1	30 Sep 1994	TIME-OFF AWARD FOR CIVILIAN EMPLOYEES	List II	Sep 2002	N1CP
12510.1B	30 Aug 2002	DELEGATION OF POSITION CLASSIFICATION, POSITION MANAGEMENT AND PAYROLL AUTHORITY UNDER FULL-TIME EQUIVALENT	List I, II	Aug 2003	N1CP
12630.1B	20 Aug 2002	VOLUNTARY LEAVE TRANSFER PROGRAM	List II	Aug 2003	N1CP
12751.1A	10 Dec 1997	CONSTRUCTIVE DISCIPLINE	List II	Dec 2002	N1CP

EFFECTIVE PERSUPPACT SAN DIEGO NOTICES

<u>SERIES</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>	<u>REVIEW DATE</u>	<u>COG</u>
1300		COLLATERAL DUTY AND BOARD COMMITTEE ASSIGNMENTS	List I, II	Sep 2003	N1
5215		NUMERICAL CHECKLIST OF EFFECTIVE PERSUPPACT WEST INSTRUCTIONS/NOTICES	List I, II	Sep 2003	N1

RECENTLY CANCELLED/SUPERSEDED INSTRUCTIONS

<u>NUMBER</u>	<u>SUBJECT</u>	<u>CANC AUTH</u>	<u>DATE</u>
5216.1K	STANDARD MAIL DISTRIBUTION LIST (SMDL) FOR PSA WEST	5216.1K	20 Aug 2002
5310.1A	POSITION MANAGEMENT PROGRAM	5310.1B	30 Aug 2002
5355.4	DEPARTMENT OF THE NAVY DRUG FREE WORK PLACE PROGRAM	CANCELED	10 May 2002
11000.1	TERMINATION OF MILITARY FAMILY HOUSING (MFH) PROCEDURES FOR PERSONNEL SEPARATING FROM ACTIVE DUTY	CANCELED	30 Apr 2002
12000.1G	REDUCTION IN FORCE	12000.1H	20 Aug 2002
12630.1A	VOLUNTARY LEAVE TRANSFER	12630.1B	20 Aug 2002
12510.1A	DELEGATION OF POSITION CLASSIFICATION	12510.1B	30 Aug 2002